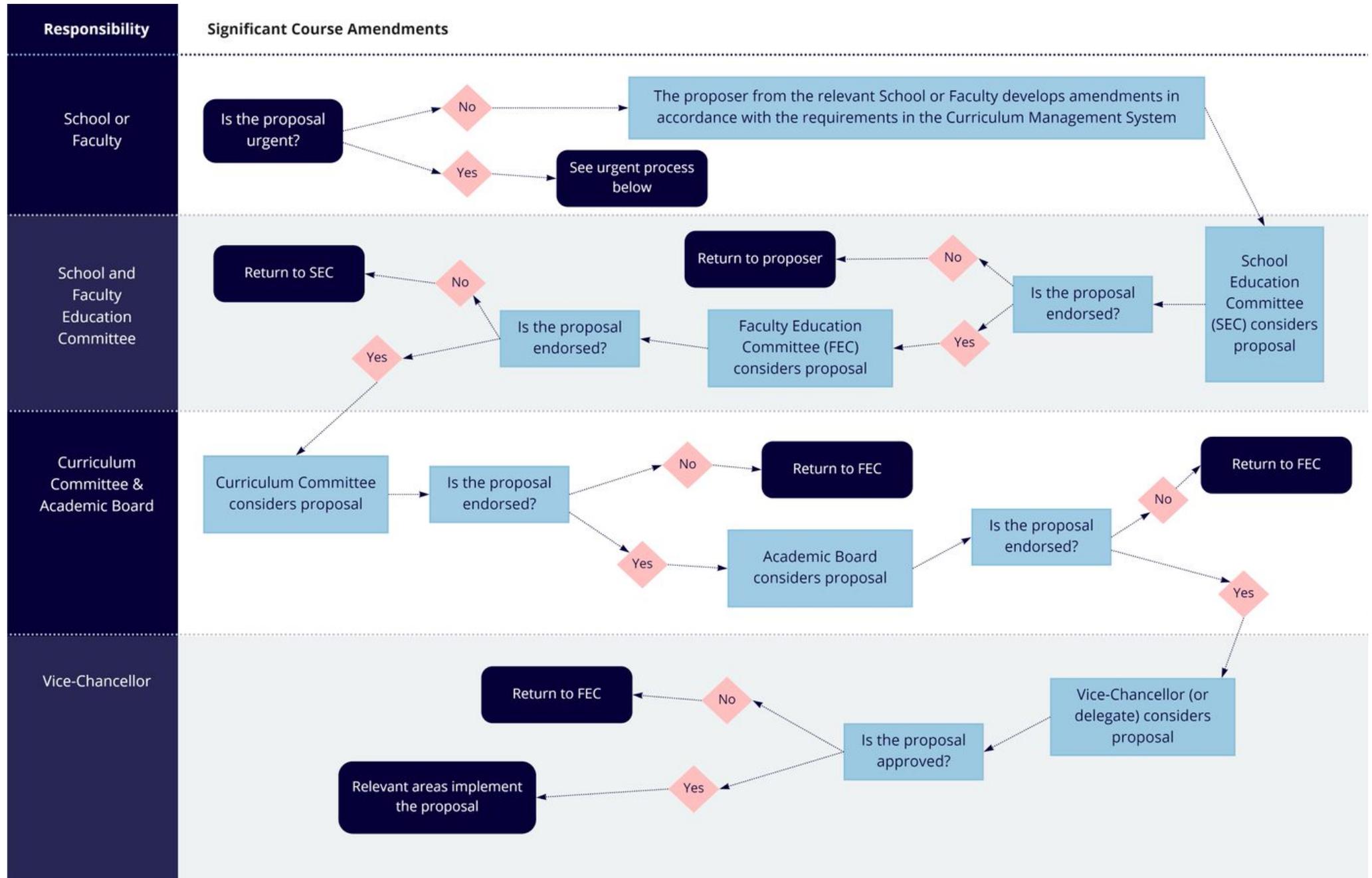


# Course Amendments Workflow



**Responsibility**

**Urgent Significant Course Amendments** - The Chair of Academic Board must approve a proposal to progress an urgent course amendment

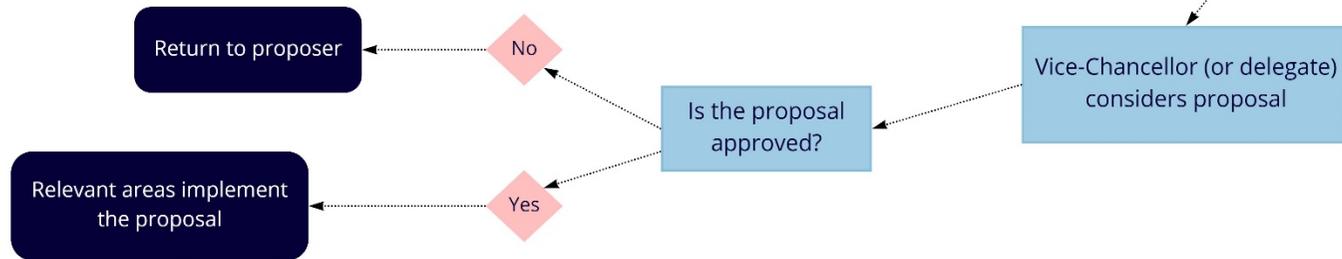
School or Faculty

The proposer from the relevant School or Faculty develops amendments in accordance with the requirements in the Curriculum Management System

Curriculum Committee and Academic Board

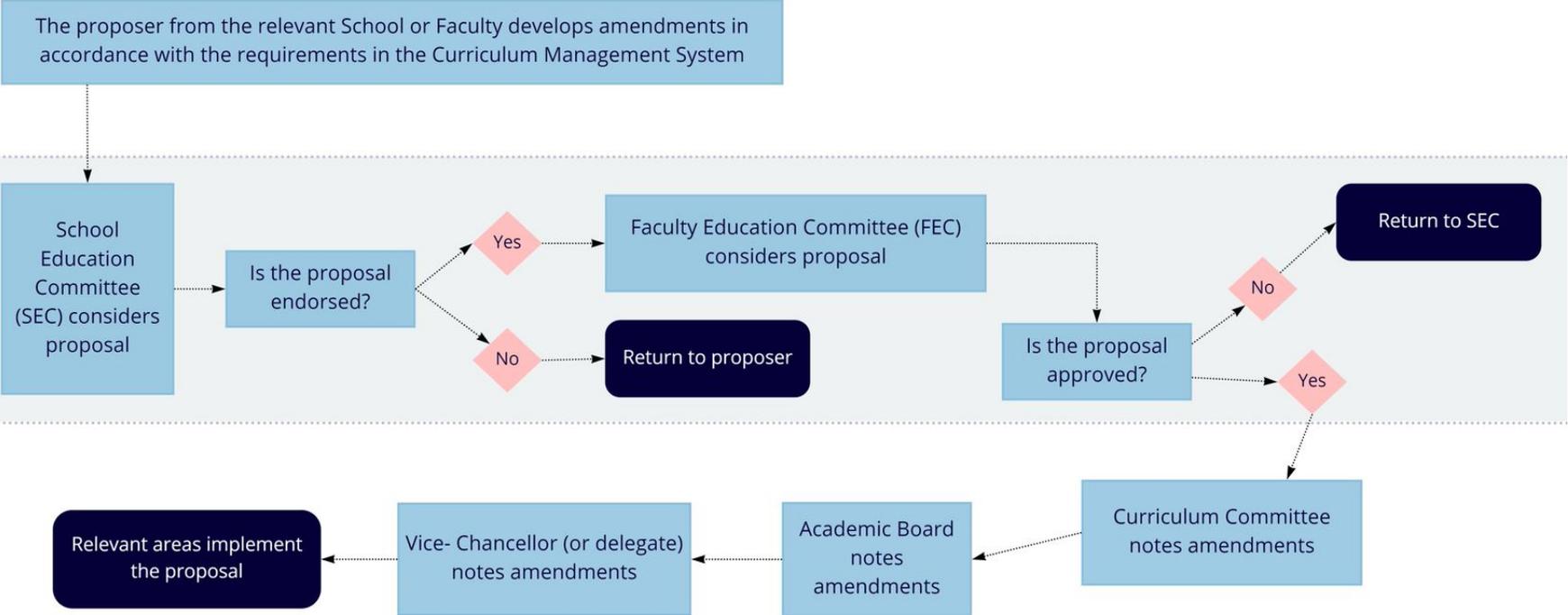


Vice-Chancellor



<b>Responsibility</b>
School or Faculty
School and Faculty Education Committee
Curriculum Committee, Academic Board and Vice-Chancellor

**Minor Course Amendments**



**Responsibility**

**Urgent Minor Course Amendments** - The Chair of Academic Board must approve a proposal to progress an urgent course amendment

School or Faculty

The proposer from the relevant School or Faculty develops amendments in accordance with the requirements in the Curriculum Management System

Faculty Education Committee

Faculty Education Committee (FEC) considers proposal

Is the proposal approved?

No

Return to proposer

Yes

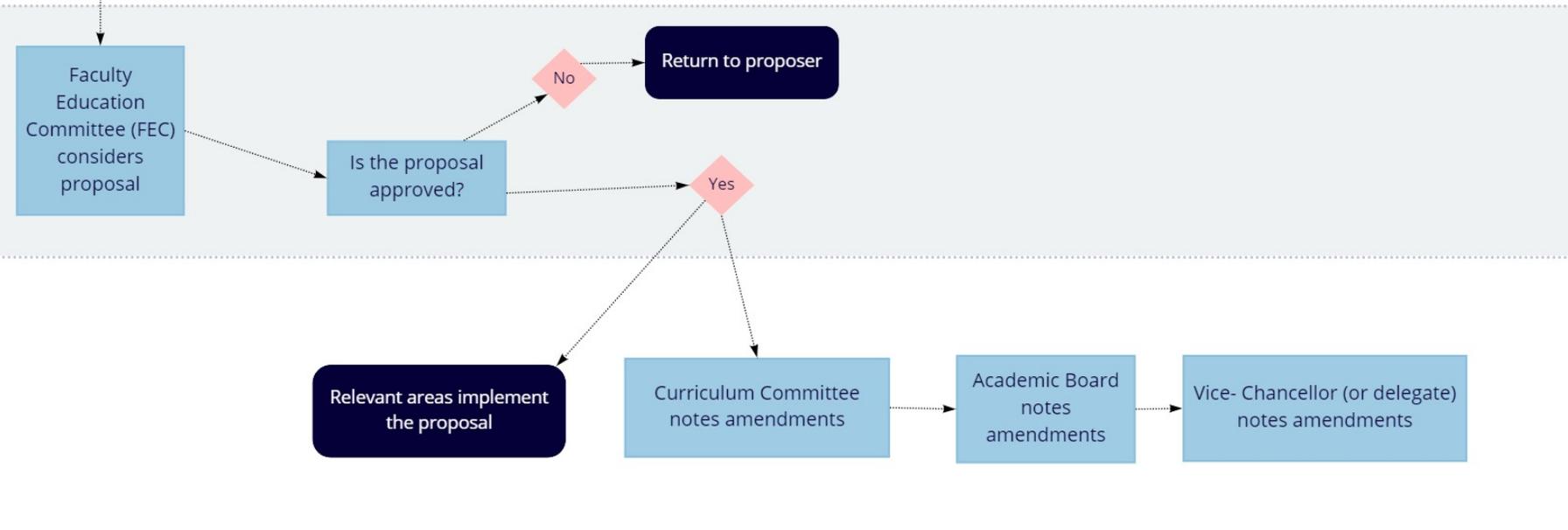
Curriculum Committee, Academic Board and Vice-Chancellor

Relevant areas implement the proposal

Curriculum Committee notes amendments

Academic Board notes amendments

Vice- Chancellor (or delegate) notes amendments



## **Significant Course Amendments**

The following steps apply to consideration and approval of significant course amendments:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- School Education Committee considers proposal and decides whether to endorse
- Faculty Education Committee considers proposal and decides whether to endorse
- Curriculum Committee considers proposal and decides whether to endorse
- Academic Board considers proposal and decides whether to endorse
- Vice- Chancellor (or delegate) considers proposal and decides whether to approve. If approved, relevant areas implement the proposal

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.

## **Urgent Significant Course Amendments**

The Chair of Academic Board must approve a proposal to progress a significant course amendment through the urgent process.

The following steps apply to consideration and approval of an urgent significant course amendment:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- Curriculum Committee considers proposal and decides whether to endorse
- Academic Board Standing Committee or Academic Board (whichever meets first) considers proposal and decides whether to endorse
- Vice- Chancellor (or delegate) considers proposal and decides whether to approve. If approved, relevant areas implement the proposal

If a proposal is not endorsed or approved at any step, it is returned to the proposer for further consideration.

## **Minor Course Amendments**

The following steps apply to consideration and approval of minor course amendments:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System
- School Education Committee considers proposal and decides whether to endorse
- Faculty Education Committee considers proposal and decides whether to approve
- Curriculum Committee considers proposal and decides whether to note
- Academic Board considers proposal and decides whether to note
- Vice- Chancellor (or delegate) considers proposal and decides whether to note
- Relevant areas implement the proposal

If a proposal is not noted, endorsed or approved at any step, it is returned to the proposer for further consideration.

### **Urgent Minor Course Amendments**

The Chair of Academic Board must approve a proposal to progress a minor course amendment through the urgent process.

The following steps apply to consideration and approval of urgent minor course amendments:

- Proposer develops proposal in accordance with the requirements in the Curriculum Management System.
- Faculty Education Committee considers proposal and decides whether to approve. If approved, relevant areas implement the proposal
- Curriculum Committee notes proposal
- Academic Board notes proposal
- Vice- Chancellor (or delegate) notes proposal

If a proposal is not noted or approved at any step, it is returned to the proposer for further consideration.